

Student_Microsoft Products (Office 365) for Windows

Instructions created for Windows 10

Instructions

As a student you are entitled to Office 365 at no cost.

What is Office 365?

Office 365 is a suite of Microsoft Office applications that can be installed on your computer for offline use.

How much does Office 365 cost?

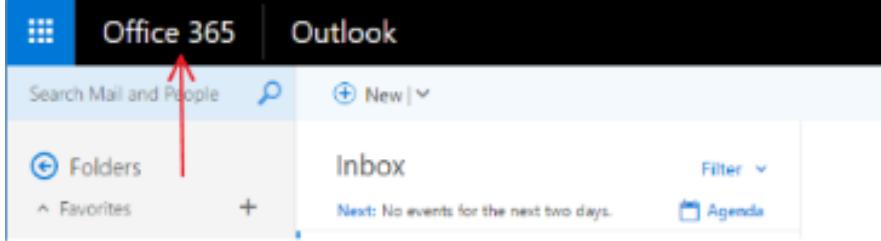
Office 365 is provided for free to all NTC students. Each student is allowed to use Office 365 on five devices.

⚠ Warnings

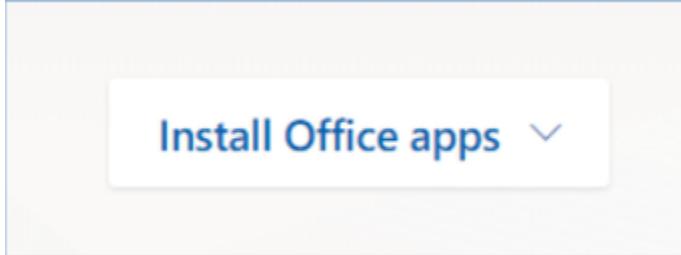
- Mac users **cannot** activate Office 365 on NTC's wireless connection. It is recommended that Mac users activate Office 365 off campus.
- Office 365 may take up to 30 minutes to install.

Installing Office 365

1. Sign into your NTC student email at <https://outlook.office365.com/ntc.edu>
2. Click **Office 365** located at the top left of the page.



3. Click **Install Office apps**



4. For 32-bit Office installations select **Office 2016**

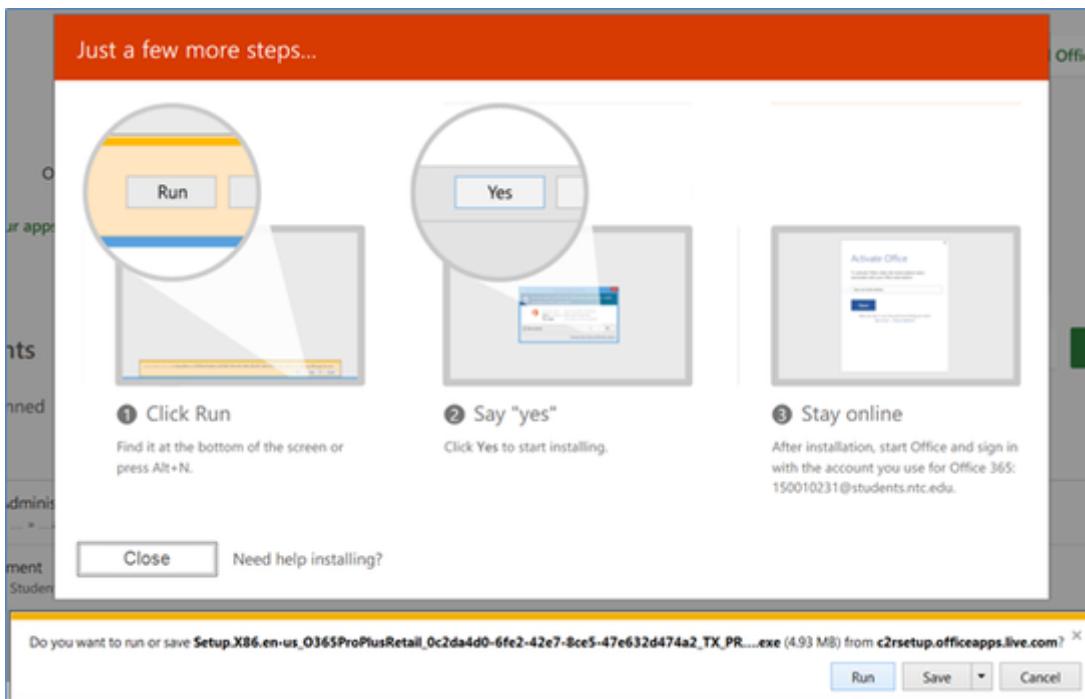
Install Office apps ▾

Office 2016
↓ Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

Other install options
→ Install a different language, the 64-bit version, or other apps available with your subscription.

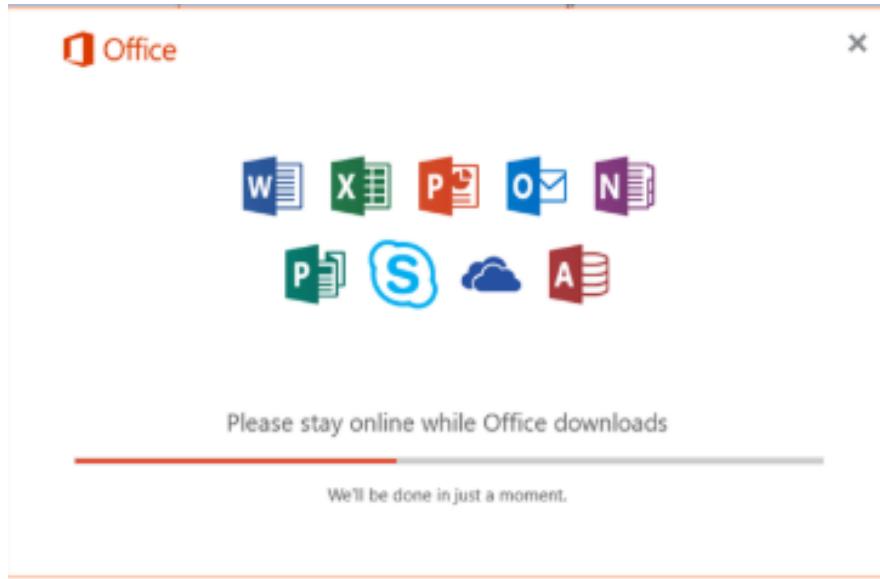
5. Select Run

TIP: Depending on which web browser you are using the run options may look different.



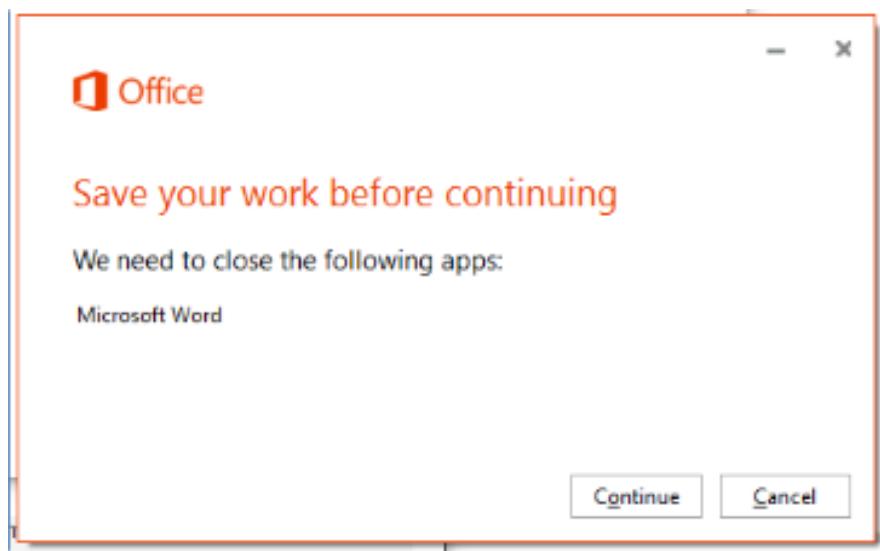
6. Office will begin downloading

TIP: Do not power off or put your computer to sleep during this process.



7. If you have any other Office applications currently open, you will be prompted to save your work.

TIP: Make sure you save any changes you have made in any Office application before clicking **Continue**, as it will forcibly close any open documents.

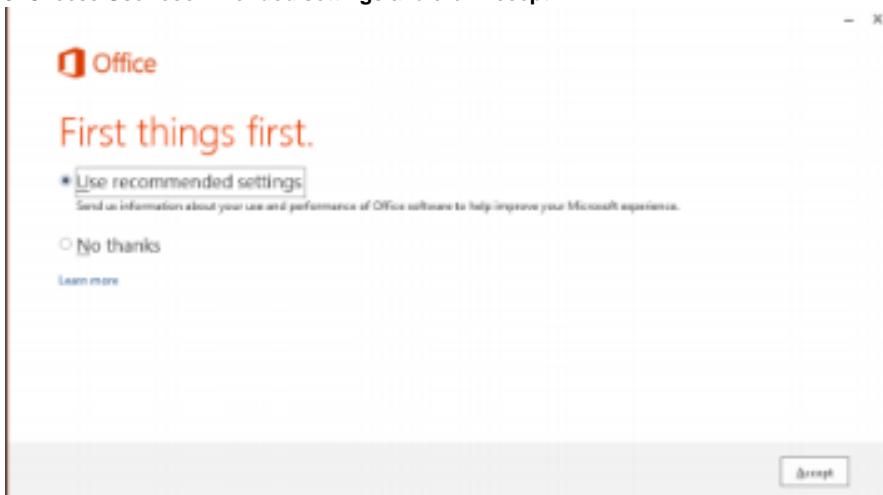


Note: The remaining steps may not be in the same order or skipped depending on the individual installation process.

8. Click **Next**

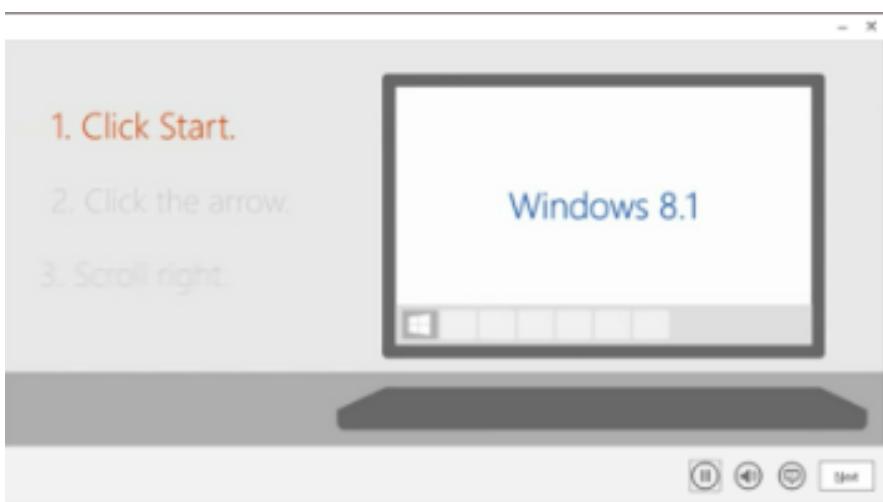


8. Choose **Use recommended settings** and click **Accept**



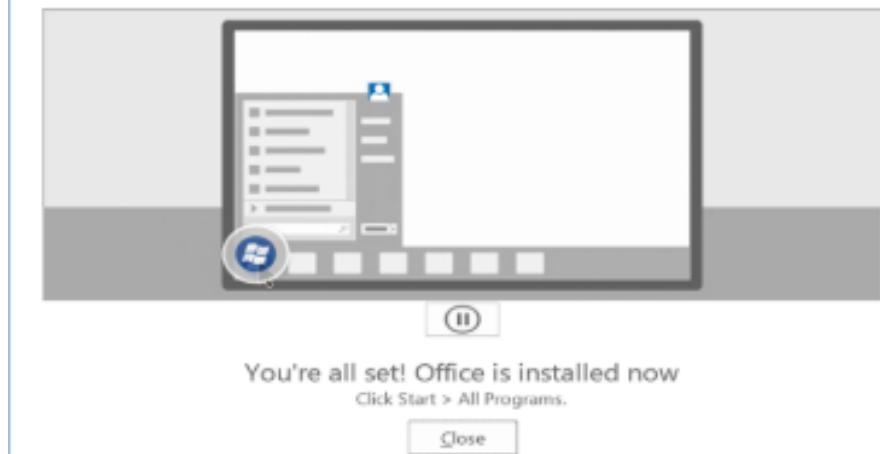
9. You can either watch this video, which contains an introduction to Windows 8.1 and Office 365, or select **Next**

TIP: Your installation process might skip the video introduction or the Operating System values may be different.



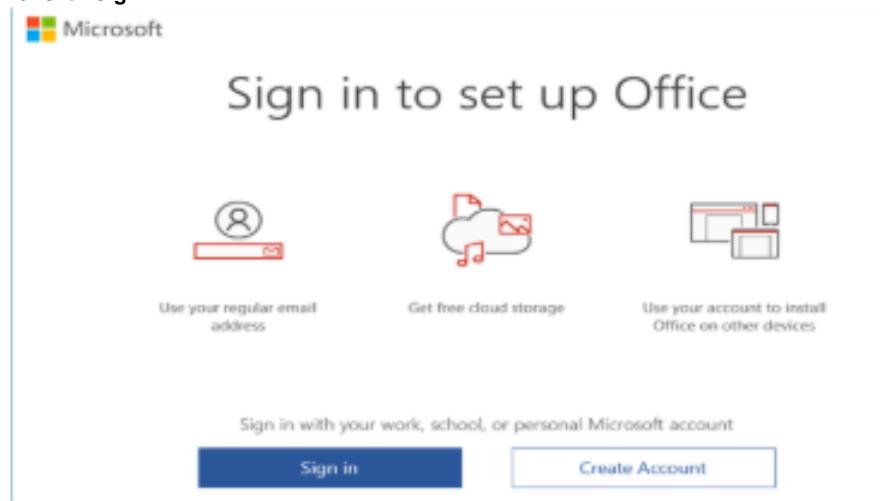
11. Office is installed now, click **Close**

Office



12. Open any Microsoft Office Application

13. Click **Sign in**



14. Enter your NTC student email address and click on **Next**

TIP: Your NTC email address ends with @students.ntc.edu



Activate Office

[j.ill@students.ntc.edu](#)

[Enter a product key instead](#)

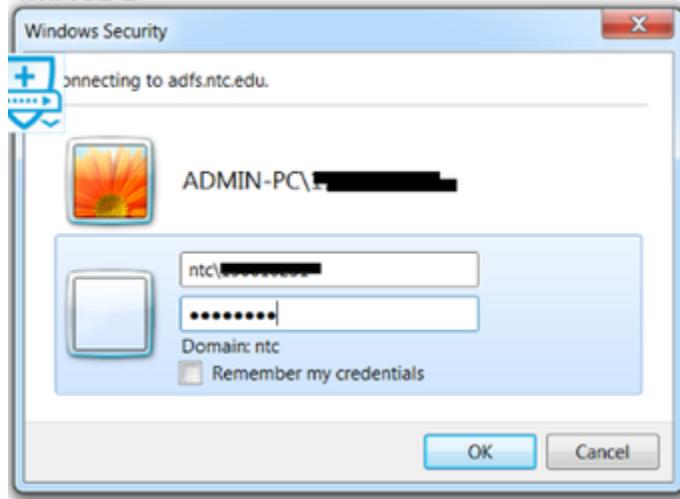
No account? [Create one!](#)

[Next](#)

15. If you are activating on campus see image 1. If you are activating off campus see image 2.

Enter Student email address as the username and enter your password. Click **OK**.

IMAGE 1



Enter your student email address and password. Click **Sign in**.

IMAGE 2



Please enter your NTC username and password to sign in.

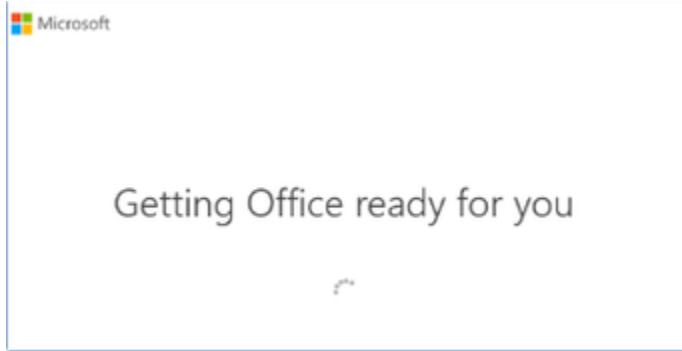
@students.ntc.edu

Password

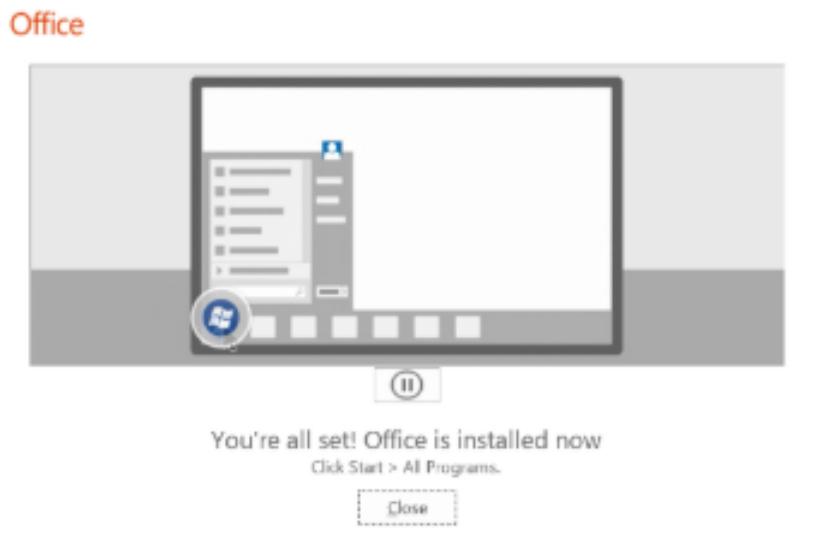
Sign in

If you are unable to sign in OR have never used your student account, click [here](#) to reset your password.
Still can't login? Call the help desk at 715-803-1160.

16. Office is preparing for use



17. Click Close



18. Click Accept and start Word (Word will be replaced with whatever application you chose to open)



The fine print

These Microsoft Office 365 apps are installed:



This product also comes with Office Automatic Updates.

[Learn more](#)

By selecting Accept, you agree to the Microsoft Office License Agreement

[View Agreement](#)

[Accept and start Word](#)

 Suggestions, comments, or concerns about this content? We can be reached at <https://www.ntc.edu/helpdesk>

